



proud past, promising future

CLARK COUNTY HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH  
1950 Fort Vancouver Way P.O. Box 9825  
Vancouver, WA 98666-8825  
Phone (360) 397-8428 Fax (360) 397-8084

## MOBILE TRUCK / CONCESSION PACKET

Before you operate a food service establishment, change ownership, or reopen a closed food service establishment, you must provide the following information to:

Clark County Health Department – Environmental Health

1950 Fort Vancouver Way

P.O. Box 9825

Vancouver, WA 98666-8825

Phone (360) 397-8428 FAX (360) 397-8084

Business Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m.

1. **PLAN REVIEW APPLICATION FORM.** Complete the yellow Plan Review Application form.
2. **PERMIT APPLICATION FORM.** Complete the green Permit Application form.
3. **PLAN REVIEW FEE.** Pay the non-refundable plan review fee.
4. **MENU.** Provide a menu or a list of the foods to be served.
5. **METHOD OF FOOD PREPARATION.** Information answering the following questions must be provided:
  - What food preparation and cooking will be done in the commissary/base of operations?
  - What food preparation and cooking will be done on the mobile unit or in the concession stand?
  - This information should include food suppliers, food storage procedures for raw meat and eggs, how you will prevent cross contamination, how you will prevent bare hand contact with ready-to-eat food, food cooking temperatures of all meat, fish and poultry, and employee sanitation standards.
6. **COMMISSARY FLOOR PLAN.** Complete and submit a signed copy of the Memorandum of Agreement for Commissary Usage. Provide a floor plan, to a quarter inch scale (1/4 inch = one foot), of the proposed commissary/base of operations indicating locations of the following:
  - Hand wash sink;
  - Food preparation sink and the floor drain to floor sink;
  - NSF refrigeration and freezer units;
  - Cooking and hot-holding equipment;
  - Three-compartment sink or dishwasher with a two-compartment sink;
  - Mop sink;
  - Ice machine and type of floor drain;
  - Toilet(s) and hand wash sink(s); and
  - Provide a brief description of the finishes used on floors, walls, counter tops and ceilings.
7. **MOBILE FOOD UNIT or CONCESSION STAND AREA.** Provide a drawing to show the locations of the following:
  - Hand wash sink or hand wash station;
  - Cooking and hot-holding equipment and a statement as to how the public will be protected from this equipment;
  - NSF refrigeration and freezer units and;
  - Potable water tank(s) and capacity;
  - Water retention tank(s) and capacity;
  - For a mobile food unit, provide a brief description of the finishes used on floors, walls, counter tops and ceilings; and
  - For a concession stand, describe how you will prevent overhead contamination and what material will be on the ground (i.e. concrete, grass).
8. **ITINERARY.** Provide a list of the proposed itinerary or sites you will serve.
9. **DEPARTMENT OF LABOR & INDUSTRIES.** Submit approval from the Department of Labor & Industries, if necessary.

**THE ABOVE ITEMS MUST BE SUBMITTED WHEN YOU PAY FOR YOUR PLAN REVIEW.**

If any of these items are omitted, your review cannot be accepted.

**ALLOW AT LEAST TWO WEEKS FOR US TO REVIEW YOUR PLAN.**

When your plan review has been reviewed and approved, a plan approval letter will be mailed to you. Then you must:

1. **MAKE AN APPOINTMENT FOR A PRE-OPENING INSPECTION.** Before you open for food/beverage service, you must have a pre-opening inspection of the mobile unit and/or commissary. Please call (360) 397-8428 at least one week in advance to arrange this on-site inspection.
2. **PAY FOR YOUR PERMIT.** Before you open for any food and/or beverage service, you must pay for your annual permit.

STATE BOARD OF HEALTH STANDARDS – COMPLIANCE WITH WAC 246-215 IS REQUIRED

1. **WATER SUPPLY.** Water and ice must be from an approved source under WAC 246-290 and monitored according to standards. **POTABLE WATER TANK.** On the mobile food unit, the capacity of the water system shall be sufficient to furnish enough hot and cold water for hand washing and utensil washing as required. A potable water refill area must have an approved water hose that is retractable and does not allow contact with the ground. All hose bibs must have a vacuum breaker to prevent back siphonage. All hoses must be approved for potable water usage.
2. **SEWAGE SYSTEM.** All liquid wastes, including gray water, mop water and ice melt, are disposed into an approved sewage disposal system.
3. **WASTE WATER TANK.** On the mobile food unit all liquid wastes must be stored in a wastewater retention tank with at least 15% more capacity than the potable water tank and then disposed into an approved sewage disposal system.
4. **HAND WASH STATION.** A mobile food unit must have a hand wash sink that is has hot **and** cold running water provided through a mixing faucet. There must be soap dispenser and single use towels at sink. If there is a three-compartment sink on the mobile unit, approval must be obtained to waive or modify the hand washing sink requirement. At any concession stand there must be an insulated container with a spigot that provides a continuous flow of warm water, a bucket to collect dirty water, a pump soap dispenser and paper towels.
5. **FOOD PREPARATION SINK.** Commissary/Base of Operation. Provide a separate food preparation sink in which food may be washed, rinsed, drained, cooled or thawed.
6. **DISH WASHING FACILITIES.** Commissary/Base of Operation. Provide a method of cleaning and sanitizing equipment and utensils, either a mechanical dishwasher with a two-compartment sink or a three-compartment sink with a drain board.
7. **MOP SINK.** Commissary/Base of Operation. Provide a mop sink for supplying and disposing of water for cleaning floors and walls. A laundry tub or mop bucket is **not** considered a substitute for a mop sink.
8. **PLUMBING.** Provide plumbing sized, installed and maintained in accordance with applicable state and local plumbing codes. Provide indirect drain from the ice machine, food preparation sink, and mechanical dishwashers into a floor sink or similar device.
9. **REFRIGERATION.** Provide National Sanitation Foundation (NSF) refrigeration units sufficient for all necessary foods and for pre-chilling, thawing, and for the separation of raw meats, aquatic foods and poultry from other foods.
10. **THERMOMETERS.** All refrigeration equipment must have thermometers accurate to  $\pm 3^{\circ}$  F. There must be at least one metal stem thermometer (pocket thermometer) accurate to  $\pm 2^{\circ}$  F to monitor hot and cold food preparation and food holding. This stem thermometer should have a range of at least  $0^{\circ}$ F to  $220^{\circ}$  F.
11. **FLOORS, WALLS, CEILING.** The floors, walls, and ceilings in all food preparation and storage areas and toilets shall be easily cleanable, water impervious, grease resistant, and durable.
12. **TOILETS.** The toilet room must have automatic door closing devices, mechanical ventilation, and hand washing sink with single service soap and towel dispensers. Toilets must be within at least 200 feet of the food unit.
13. **FOOD and BEVERAGE WORKER CARDS.** All employees must have a valid Washington State food and beverage card. The cards must be available for inspection.
14. **EQUIPMENT AND UTENSILS.** Equipment and utensils must be cleanable, durable, in good repair and in conformance with the current standards and listings of the National Sanitation Foundation.
15. **LIGHTING.** All lights must have shields or guards.
16. **VENTILATION.** Provide ventilation system design, installation, and maintenance in accordance with state and local mechanical and fire codes.
17. **PEST CONTROL MEASURES.** Doors and windows should have automatic door closers or screens to prevent the entrance of insects and rodents.
18. **DEPARTMENT OF LABOR AND INDUSTRIES.** The applicant must contact the Department of Labor and Industries and obtain approval for the mobile unit, if necessary.

If you have any further questions, please call the Clark County Health Department at (360) 397-8428 and ask to speak with an Environmental Health Specialist in the Food Program.